RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

INFORMATION

Agenda Item No 6

meeting date: 17 MARCH 2016
title: CAPITAL PROGRAMME 2016/17
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1   PURPOSE

1.1   To inform members of the schemes which have been approved for inclusion in the capital programme for this Committee for the 2016/17 financial year.

2   BACKGROUND

2.1   As members will be aware, this Committee agreed a proposed three year capital programme for 2016-2019 at its meeting on 12 November 2015. As it stood at that time the draft capital programme across all the committees was unaffordable. The proposals have since been reviewed by Budget Working Group and Corporate Management Team in order to arrive at an affordable programme for 2016-2019.

2.2   Following recommendation by a special meeting of Policy and Finance Committee on 9 February 2016, Full Council approved the three year capital programme for 2016-2019 on 1 March 2016.

2.3   The recommended capital programme for the three year period 2016-2019 totals £2,644,660 for all committees. The total for this Committee is £30,200 over the three year life of the programme. All of the £30,200 relates to one scheme in 2016/17.

3   CAPITAL PROGRAMME 2016/17 – APPROVED SCHEME

3.1   For this Committee there is one scheme approved in the 2016/17 capital programme, the Introduction of Planning Portal Link to the Planning Application System and Planning System Update, totalling £30,200. The detailed information for this scheme is shown in **Annex 1**.

3.2   The responsible officer will update the capital monitoring sheet for this scheme, which will be reported quarterly to members to give an indication of progress.

4   CONCLUSION

4.1   This Committee has a capital programme for 2016/17 of £30,200. The programme consists of one scheme, the Introduction of Planning Portal Link to the Planning Application System and Planning System Update.

SENIOR ACCOUNTANT   DIRECTOR OF RESOURCES

HH3-16/AC/AC
4 March 2016

For further background information please ask for Andrew Cook.
BACKGROUND PAPERS – None

3-16pd

Introduction of Planning Portal Link to the Planning Application System and Planning System Update

Service Area: Planning

Head of Service: John Macholc

Brief Description:

Planning Portal Link - Introduction of a software link and associated hardware to enable a link between the external facing Planning Portal and the back office Planning system for processing and inputting of planning applications. All application documents entered into the Planning Portal will be automatically transferred to the Council's Planning system.

Planning System Update – Additional upgrades/modules added to the Planning System to allow:

- Planning documents to be scanned onto the in-house Planning System and then stored and viewed electronically on the Planning system.

- Planning documents available in real time for public access via the internet.

The proposal is to implement these system changes in 2016/17 to allow service improvements to be implemented as soon as possible. This would involve some additional server space being obtained before the new Council-wide ICT infrastructure refresh is implemented in 2017. The system changes are:

- Planning portal integration software and installation.

- Consultant costs to facilitate the M3 to Engage migration.

- Additional server space – likely purchase of a reconditioned server.

- Fast scanner purchase.

- EDRM document management upgrade with consultant input.

- Purchase of public access module.

The Council's Northgate M3 planning system will be migrated across to the Northgate Engage system in the next twelve months and it is proposed to make these changes when the transfer takes place.

Overriding aim/ambition that the scheme meets:
To be a well managed council.

Government or other imperatives to the undertaking of this scheme:
Central Government is continuing to promote the submission of planning applications on-line using the Planning Portal and it becomes a reputational issue that the Council remains the only one in Lancashire not to have the connector to the back office link to the planning portal.

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Improving service performance, efficiency and value for money:

Planning Portal Link:

It would reduce the amount of time spent inputting the applications and as such free up admin time to carry out other tasks. It would result in a speedier processing of the applications with the planning applications arriving to officers at an earlier stage. When the Portal link was initially available the LPA only received about 10% of applications via the planning portal whereas now it receives in the region of 65%. The link would allow the documents to be automatically transferred to the Council's Planning System and as such should result in an efficiency of the service which would be cascaded down.

Planning System Update:

Internal scanning of all planning documents onto the planning system and automatic availability on the website will allow:

- better service for applicants and residents if they can access planning application details in real time as they are processed by the Planning department, via the internet

- less time for Planning department staff dealing with queries for information; and

- less external scanning time from use of a fast scanner.

Internal scanning of documents is likely to reduce external scanning costs in future years. The actual level of savings cannot be quantified at this stage but the current planning and building control revenue budget for external scanning is £4,000.

Consultation:

IT staff.

Start date, duration and key milestones:

2016/17

Financial Implications – CAPITAL:

Breakdown	2016/17 £
Equipment/Materials	17,900
Fees	12,300
TOTAL COST	30,200

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Financial Implications – ANNUAL REVENUE:

Breakdown	£
Supplies and services – *Planning portal support costs and EDRM extra licensing costs*	2,300
Total Estimated <u>Annual</u> COSTS	2,300
Estimated Lifespan	Up to 10 years
Total Estimated <u>Lifetime</u> COSTS	23,000

Useful economic life:

5-10 years.

Additional supporting information:

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Impact on the environment:

N/A

Additional comments to support 2016/17 or 2017/18 bid:

In order to maximise the efficiency savings associated with the increased numbers and complexity of planning applications submitted via the planning portal it is now imperative to have the system up and running as soon as possible. It was not possible to predict the increase in submissions to have made a realistic bid in previous years.

It is sensible to introduce the planning system update at the same time as the planning portal link and M3 to Engage migration to allow the service improvements to be implemented as soon as possible.

Risk:

- Political: *None.*

- Economic: *None.*

- Sociological: *None.*

- Technological: *None.*

- Legal: *None.*

- Environmental: *None.*